



## **CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS**

### **JOB OPPORTUNITY BULLETIN**

#### **STAFF SERVICES MANAGER II**

**FINAL FILING DATE:** JULY 3, 2007

**LOCATION:** SACRAMENTO

**SALARY RANGE:** \$5,393 - \$6,506

The Department of Financial Institutions (DFI) is accepting applications to fill a Staff Services Manager II (SSM II) – Personnel Officer vacancy in its Human Resources Office.

DFI received the Sacramento Area Human Resource Association Workplace Excellence Award for 2005 in the category of Small Government Agency/Public Sector. DFI is considered one of the premier State departments that offer programs and opportunities that focus on and support employees. DFI is located near light rail and offers low cost parking.

Please indicate your position number on the State application as well as your basis for eligibility (i.e., SROA, reemployment, reinstatement, transferability or rank on an eligibility list).

#### **DUTIES/RESPONSIBILITIES:**

The SSM II – Personnel Officer is a working supervisor under the general direction of the Chief Administrative Officer. The position performs a variety of human resources functions and special management projects, as well as being responsible for organizing, directing and staffing the Human Resources Office. The incumbent is responsible for providing customer service to all DFI staff.

The Personnel Officer is responsible for managing, planning and supervising the human resources activities for recruitment, examination and selection, payroll and attendance transactions, benefit administration, classification and pay, training, career development, performance measurement, discipline and position control and for ensuring that the Department is in compliance with control agency and state and federal policies and procedures, laws, rules, principles, government codes and Bargaining Unit agreements. The incumbent also serves as the Equal Employment Opportunity (EEO) Officer.

The incumbent must be able to work independently; meet and manage priorities; work with all levels of staff, management and control agencies; develop and evaluate performance measures; conduct studies, analyze data and make recommendations; review and edit written reports; participate on interdisciplinary teams; and communicate effectively.

The incumbent should be knowledgeable in the principles, practices and trends in human resources management, including employee performance appraisal and measurement; employee supervision; career development and training and current leadership techniques.

**DESIRABLE EXPERIENCE OR QUALIFICATIONS:**

Background in payroll transactions and benefits; CLAS attendance and leave accounting.

Experience in classification and pay, developing classification and differential proposals.

Knowledge of and ability to conduct job analyses.

Experience with the State examination process, the SPB automated exam and certification system, recruitment and selection methods

Knowledge of employee discipline and labor relations processes. Ability to write a variety of actions, including responses to SPB appeals. DPA Labor Relations Academy training or graduate. Knowledgeable in current contract issues, e.g., Post and Bid, hours of work and overtime, benefit changes, etc.

Familiarity with Microsoft Office and Access.

**FILING INSTRUCTIONS:** Applicants must file a standard state application (STD. Form 678), and a resume. Applications and resumes are to be submitted to the Department of Financial Institutions, 1810 13<sup>th</sup> Street, Sacramento, CA 95814, Attention: Matthew Velasquez. Only the most qualified will be contacted for a hiring interview. Questions should be directed to James Dong, Chief Administrative Officer, at (916) 445-2904.

**California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922**

California State Government – An Equal Opportunity Employer – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in the public.